State Student Assistance Commission of Indiana

ssaci

January 2009

SUBJECT (B): <u>2009 HOOSIER SCHOLAR NEW YEAR LETTER</u>

Greetings of the New Year from the State Student Assistance Commission of Indiana (SSACI) staff! This letter contains information about the 2009 Hoosier Scholar Award Internet reporting process. Please share this letter with the staff members responsible for Hoosier Scholar Award reporting.

The deadline for initial data submission is Friday, February 27, 2009.

SSACI relies on the information you and your staff submit to our office to make awards to eligible scholars. The checklist sheet on the reverse side of this letter will help ensure the accuracy of the information you submit to SSACI. Please refer to the checklist sheet, instructions and FAQs posted at www.ssaci.in.gov to access and complete the Hoosier Scholar data entry forms.

Please take note: **All Hoosier Scholar recipients are required to file the 2009-2010 Free Application for Federal Student Aid (FAFSA)**, preferably before the SSACI state grant March 10, 2009 deadline, but at least 2 weeks before they start college.

The FAFSA can be obtained on-line at www.fafsa.ed.gov.

Around the middle of April the Hoosier Scholar student will receive a certificate, congratulatory letter, and a student acceptance form which **<u>must</u>** be signed and returned to SSACI.

You must use your school's User Name and Password listed below to access the Hoosier Online Database. The User Name and Password are case sensitive! Please turn off your caps lock button prior to entering the information and use the shift key to enter capital letters.

SSACI appreciates your help with this process. Please contact the SSACI Grants Division at (317) 232-2355 if you have any questions.

Thank you,
Ada Sparkman
SSACI Grants Division- Outreach Coordinator
E-mail: ahdc40@ssaci.in.gov
FAX: (317) 232-3260

High School: User Name: Password:

(OVER)

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Hoosier Scholars Check List

Submission Deadline: Friday, February 27, 2009

All Hoosier Scholar recipients are required to file the 2009-2010 Free Application for Federal Student Aid (FAFSA), preferably before the SSACI state grant March 10, 2009 deadline, but at least 2 weeks before they start college.

1. On a sheet of paper list the Social Security Number (SSN), Full Name, Date of Birth, Address, Phone Number, GPA, Class Rank, and College/University choice for all:
   _____ Hoosier Scholar Primary Candidates
   _____ Hoosier Scholar Alternate Candidates

2. _____ Open an Internet Browser (SSACI recommends using Internet Explorer version 6.0 or later)

3. _____ Access the SSACI Hoosier Scholar website directly at www.in.gov/ssaci/2329.htm, or from SSACI's homepage, www.ssaci.in.gov, go to the Interactive Applications line, point your mouse to High Schools and click on Hoosier Scholars.

4. _____ Click "Hoosier Scholars" to begin the data-entry process.

5. _____ Enter your User Name and Password found on the reverse side (***The User Name and Password are case sensitive!***).

6. _____ Complete the entry of the students you have selected in a single session. Information will not be saved unless the entry is completed in its entirety. Enter information of primary candidates before entering information for alternate candidates.

7. _____ Print a copy of the completed form for your records once data entry is done.

Need Assistance?
Contact: Ada Sparkman at (317) 232-2355 or ahdc40@ssaci.in.gov